



Re-NOTIFICATION

KSU/M.B.P.P/A.K/01/2024-25

Date: 11/03/2025

Advertisement for the Post of Technical Staff for Karnataka Samskrit University Bh. Mahaveer and Bh. Buddha Centre for Prakrut and Pali Language

Applications are invited from eligible candidates having requisite qualification(s) and experience detailed below for hiring One (1) post of Technical Staff (Data Entry Operator) in the “Karnataka Samskrit University Bh. Mahaveer and Bh. Buddha Centre for Prakrut and Pali Language.”

Sl No	Post/ Position	Particulars
1	Data Entry Operator 01	Qualifications: Any Bachelor's Degree with Certification in Typing from a recognised institution. Desirables: a) Fast and accurate typing skills in English and Kannada b) Proficiency in English and Kannada is essential. c) Strong typing skills. d) Computer Literacy: Proficient in basic computer applications like MS Office (Word, Excel, PowerPoint) etc. Roles and Responsibilities: a) Maintain organized digital and physical records for easy retrieval and reference. b) Verify the accuracy of entered data and proofread documents for consistency and correctness. c) Support faculty and researchers with basic technical tasks, such as formatting documents and preparing presentations. d) Provide regular updates on data entry tasks to the Research Fellow or Director. e) Consolidate Pay: Rs. 25,000/- pm

Candidates meeting the requirements may apply, along with self-attested photo copies of documentary evidence, in support of the entries made in the Google form. Tenure for the Project is Initially for 1 year and further extendable upon approval from Competent Authority The last date to submit the application is on or before March 18, 2025 through online only.

GENERAL INSTRUCTIONS:

1. Applications duly filled in all respects will only be accepted. Link to Application is: <https://forms.gle/djZXq8mxo3bBbJDs7>
2. Only Indian Nationals are eligible to apply for the above positions.
3. The candidates are advised to have a valid e-mail ID and Mobile number to which all the communications shall be forwarded, and they should be maintained in active status to receive timely communications.
4. The prescribed qualifications and experience should be acquired on or before the last date stipulated for the receipt of the applications. Qualification must be from and approved/recognised colleges/institutions.
5. Documents in support of (i) Qualification (ii) Experience (iii) Age, shall be enclosed in the uploaded documents of the application form.
6. In case of false or insufficient information/lack of proof to confirm the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process.
7. Candidates are informed that mere submission of applications shall not give them any right to be called for interview/selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by email and will also be uploaded on the website. The applicants should ensure that the e-mail id given in the online application is maintained active.

8. The selection may be made from personal interaction with the candidates based on the recommendations of a selection committee. The University reserves the right to fill up or not to fill up the advertised position without assigning any reasons.

9. It is to be clearly noted that the above appointment is purely on a temporary basis.

10. It is to be clearly noted that no TA/DA shall be provided for personal interaction, if shortlisted.


Registrar
Registrar

Karnataka Samskrit University
Pampa Mahakavi Road, Chamarajpet,
Bengaluru - 560018. Ph: 080-26705387

Copy to:

1. Registrar, All Sanskrit Universities (to display on Notice Boards)
2. Principals, All P.G. Sanskrit Colleges (to display on Notice Boards)
3. IT Cell, Karnataka Samskrit University (to display on Website)
4. PS to VC, Karnataka Samskrit University
5. Office Copy